****Application for employment

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| Please complete using black ink or electronically. You may cut and paste text into the document in places if you prefer. If you wish to add more information, please use the back page, clearly indicating the section answered.  Please read the **job description, person specification and other information provided** and read through this form carefully before starting to complete this form.  Completed application forms should be posted or emailed to the address below:  **Camphill Milton Keynes Communities Ltd, (Recruitment Team)**  **Japonica Lane, Willen Park South, Milton Keynes, MK15 9JY.**  **Email: recruitment@camphillmk.co.uk** | | |
| **Contact details** | | |
| First name | | Daytime telephone |
| Initials | Title | Evening telephone |
| Surname | | Mobile |
| Email | | When is the best time to call? |
| Address | |
| Would you prefer to receive letters from us by post or by email? | | |
| **The vacancy:** | | |
| **Hours per week: Full-time: Part-time:** | | |
| How did you hear about this vacancy? | | |
| **Do you need this form in a different format or help with completing this form? Please contact us.** | | |
| Is there anything we can do to help during the selection process? | | |

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| **Please give your National Insurance number as it may help us identify you if we do need to contact anyone to verify your history** | |  | |
| **Your educational and employment history**  **(Please start with the current employment/education)** | | | |
| Dates from – to  (please give month and year) | Please describe briefly what you were doing, with whom and sufficient information to enable us to contact them if necessary. | | Please explain why you left. |
| *E.g. March 03 – Sept 04* | *Teaching assistant at St Edwards School, Oxford.* | | *Offered a better job.* |
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| **Relevant education, qualifications, training and membership of professional bodies** |
| Please provide details of your education, qualifications, training and membership of professional bodies which may demonstrate that you fulfil the person specification for this position.  We will ask you to provide evidence of qualifications required for the position and we may ask for evidence of any of the other information you give in this section. |

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| **Your application** |
| Please tell us a little bit about what motivates you and your ambitions.  What is it about working with us in this position that interests you? |

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| **Supporting information** |
| Please consider the **job description and person specification** for this role carefully before answering this section. Selection will be based on the criteria set out in the person specification.  Please go through the items on the person specification in the order they are listed and provide additional information to support your application.  We suggest you provide specific examples where you can of how you have demonstrated what we are looking for, drawing on your skills, work (including voluntary work) and life experience. |
| **Additional information** |
| If you answer yes to any of the following questions, please provide additional details on a separate sheet, enclose it in a sealed envelope marked “private and confidential” and attach it to this form.  Please answer the following three questions, when we take up your references we will also ask these questions.  Have you ever been dismissed from employment for any reason other than redundancy or retirement?  □ Yes □ No  Has any disciplinary action been taken against you in previous employment?  □ Yes □ No  Has anyone at work, or outside of work, ever lodged a formal complaint about you?  □ Yes □ No  Because of the nature of our organisation, we will apply for an **enhanced disclosure (DBS)** before you start work, and this will disclose all criminal convictions including spent convictions. Having a criminal record does not mean we will not employ you, we will consider the nature of your record and the nature of the position carefully.  Have you ever been convicted of a criminal offence or do you have any criminal charges pending?  □ Yes □ No |
| We are required by law to check this before you start work. Are you eligible to work in the UK?  □ Yes □ No |
| If we invite you to an interview we will ask you to complete a fitness declaration that you are physically and mentally fit to carry out the work involved in the position. We will also ask you and your current or last employer for details of your sickness absence. |
| If offered the job how much notice are you required to give your current employer? |
| **Data Protection & Declaration** |
| Your data is being collected and processed to enable CMKC to determine your suitability for the role.  If you are successful this data will be held on your personal record.  If you are unsuccessful the data will be destroyed after six months.  During and after the recruitment process your data will be securely held on the Company electronic data. The team involved with recruitment will have access to the data collected here.  If you are appointed your manager and the HR team will have access to the data.  The information will be held for the duration of your employment and for a minimum of six months after the end of your employment.  You have the right to request to see this personal data and to ask CMKC to make corrections if the facts are wrong.  **Declaration**  I can confirm that to the best of my knowledge the above information is correct. I accept that deliberately providing false information could result in my dismissal.  I further consent to the personal information contained in this form to be kept and processed for the purposes of selection and employment.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

PLEASE FEEL FREE TO USE THIS BACK PAGE FOR ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO PROVIDE.

PLEASE MAKE IT CLEAR WHAT QUESTION YOU ARE RESPONDING TO IF YOU ARE CONTINUING WITH AN EARLIER ANSWER.